



Department of Veterans Affairs

# MONTHLY FIRE PREVENTION AND SAFETY INSPECTION CHECKLIST

YEAR

<b>TO</b>	NATIONAL CEMETERY AREA OFFICE	<b>FROM</b>	NAME AND LOCATION OF CEMETERY	BUILDING NAME OR NO.
-----------	-------------------------------	-------------	-------------------------------	----------------------

The following is a partial list furnished to remind you of the most important things to look for during a FIRE PREVENTION AND SAFETY INSPECTION. This form will be filled out in duplicate and used for 6 monthly inspections. At the end of this period, the original will be submitted to the appropriate NCAO and the duplicate retained in the cemetery file. Any rating factor checked "NO" must be explained with corrective action indicated on a separate sheet and attached to this form.

LINE NO.	ITEM	MONTH OF INSPECTION											
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
	<b>ELECTRICAL EQUIPMENT</b>												
1	Equipment and wiring in good condition												
2	Wiring is suspended by clips and holders												
3	Switches and fuse boxes protected												
4	Proper lighting provided												
5	All portable electric equipment grounded												
	<b>SMOKING MATCHES</b>												
6	Smoking confined to specific area												
7	"No smoking" signs posted in prohibited areas												
8	Use of other than safety matches prohibited												
	<b>FLAMMABLE LIQUIDS, INCLUDING PAINTS, VARNISHES, ETC.</b>												
9	Flammable liquids including paints, varnishes, etc., stored in approved place												
10	Safety cans are being used to store flammable liquids												
11	All tanks, drums and cans free from leaks and in good condition												
	<b>COMBUSTIBLE MATERIALS</b>												
12	Combustible materials stored in approved buildings or areas												
13	Oily rags kept in self-closing metal receptacles and disposed of regularly												
14	Combustible materials, while in use, are located away from ignition sources, e.g., flues, steam pipes, etc.												
	<b>REFUSE, TRASH AND ASHES</b>												
15	Refuse and trash deposited in proper containers and disposed of daily												
16	Ashes placed in metal containers												
17	Refuse receptacles provided												
18	General area free of refuse												
	<b>FIRE FIGHTING EQUIPMENT AND DEVICES</b>												
19	Telephone number of fire department posted in appropriate location												
20	Fire extinguishers easily accessible and ready for use in event of fire												
21	Sprinkler heads unobstructed and in good condition												
22	Fire and evacuation plan posted in conspicuous place												
23	Fire doors, chains and fuse links in good working condition												
24	Location of fire alarm boxes properly marked												
25	Occupants of this building have been instructed in the use of fire extinguishers and in what to do in case of fire												
26	Fire drills were conducted this month												

LINE NO.	ITEM	MONTH OF INSPECTION											
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO
	<b>FIRE FIGHTING EQUIPMENT AND DEVICES (Continued)</b>												
27	Smoke/Heat Detectors in good working condition												
	<b>HOUSEKEEPING</b>												
28	Floors in good condition												
29	Walls free of unnecessary hangings												
30	Floors free of oil, grease and dirt												
31	Toilets clean and well ventilated												
32	Tops and interiors of lockers and tool boxes free of unnecessary material												
33	Drinking fountains clean												
	<b>MACHINERY AND TOOLS</b>												
34	Machinery free of unnecessary oil and grease drippings												
35	Area around machinery clean and free of rags, paper, waste, etc.												
36	Proper guards provided, in good condition, and are in use												
37	Goggles worn by all workers in eye hazard occupations												
38	Respirators used in paint spraying operations												
39	Hand tools in good working condition												
40	Tool rooms clean and orderly												
41	Defective tools and equipment are replaced or repaired												
	<b>PERSONNEL SAFETY</b>												
42	Equipment operators licensed												
43	Workers lifting loads properly												
44	Workers repairing or adjusting equipment under safe conditions												
45	Workers riding loads or equipment properly												
46	Repair or adjustment of equipment accomplished when not in motion, not under pressure and not electrically charged												
47	Gloves being worn when handling rough, sharp objects												
48	Workers wearing correct protective equipment when handling acids or corrosive material												
	<b>GROUPS MAINTENANCE</b>												
49	Roads and grounds maintained in a safe condition												
50	Passage to fire hydrants is safe and free												
	<b>GENERAL</b>												
51	Heating/cooling system is without visible defects												
52	Materials handled safely												
53	Materials stored safely												
54	Initials of person conducting the inspection												